

Mr. Tennant then stated that in the interest of maintaining the momentum which ASIC has developed to date, he felt the Committee should focus on some specific areas which would assist in more adequately responding to the ICRC in our next quarterly report.

It was the consensus of the Committee that efforts should be made to (1) obtain a definition of classification abuse applicable Government-wide from the ICRC and (2) establish uniformity within the foreign affairs community (Department of State, USIA, AID) where we operate under joint security regulations. In the interim the Committee approved the adoption of the following definitions and administrative actions to be taken:

1. Abuse shall be defined as any improper use or treatment of classification requirements.
2. Abuses will be reported to the ICRC quarterly as required in those instances where administrative action has been taken.
3. Administrative action to be applied to abuses committed within a one-year period may follow the guidelines listed below:

First offense:	Letter of caution
Second offense:	Letter of warning
Third offense:	Letter of reprimand
Fourth offense:	Suspension
Fifth offense:	Removal

A discussion ensued regarding an appeals mechanism appropriate to this penalty system and Mr. Dragon stated he was of the opinion the Agency's established personnel appeals procedures should be followed. The Committee concurred in this judgment.

It was emphasized that the above penalty system was a guideline and not a rigid automatically assessed schedule. It was understood and agreed each infraction involving classification abuses would be adjudicated on its individual